

CITY OF OAKLAND
AGENDA REPORT

FILED
OFFICE OF THE CITY CLERK
OAKLAND
2004 APR 28 PM 5:17

TO: Office of the City Manager
ATTN: Deborah Edgerly
FROM: Office of the City Clerk
DATE: May 13, 2004

RE: RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS IN
THE CARE AND CUSTODY OF THE OFFICE OF PARKS AND RECREATION
(OPR)

SUMMARY

Staff recommends City Council adopt a resolution authorizing the Office of Parks and Recreation (OPR) to destroy records and files no longer needed by the OPR and subject to State of California's Government Code, Section 34090 provisions for records destruction. OPR has moved to its new office location at 250 Frank H. Ogawa Plaza, Suite 3330 effective April 26, 2004. There are decades of old, working files that are no longer needed but which are temporarily stored at the OPR's former office at 1520 Lakeside Drive. Staff is requesting authorization to destroy files that are no longer needed by OPR and exceed the 5-year retention period. We would abide by State law and comply fully with the City of Oakland's Records Retention Schedule.

FISCAL IMPACT

OPR's current General Fund O&M budget will cover the cost estimated at \$850 to properly shred and recycle the files and the City's contractor, GRM, will provide this service.

BACKGROUND

OPR has volumes of old files and working documents that are no longer useful and do not contain any historical or legal significance. Using the 5-year retention period as a guideline, the documents were reviewed and those documents created prior to 1998 will be destroyed except for documents that have historical interest value. Newer documents will either be sent to the City's offsite storage facility or moved to the new office. Typical records include:

- Administration – correspondence, park development and project memos, draft reports, budgets, policies and procedures, spreadsheets and printouts
- Finance and Accounting – accounts payable and receivable, cash and revenue receipts, checking accounts, requisitions, calculator tapes and deposit slips
- Personnel - timesheets, leave of absence requests, printouts and payroll adjustments and records
- Recreation – program brochures, letters and memos
- Reservations – facility use agreements, correspondence and receipts
- Sports – permission slips, team rosters and schedules

Staff has made temporary arrangements to store these documents onsite at 1520 Lakeside Drive until final City Council approval is given to destroy the documents. It should be noted that the temporary storage may impact the Measure DD project to renovate the building but staff is coordinating and minimizing these potential delays.

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KEY ISSUES AND IMPACTS

California's Government Code, Section 34090 requires City Council approval to destroy records with the City Attorney's consent. OPR will comply with the Government Code, Section 34090, Council Resolution 77659 C.M.S., that established a City-wide Records Management and Retention Schedule, and the City's Records Retention Policy.

SUSTAINABLE OPPORTUNITIES

Social Equity – No social equity issues were identified.

Environmental – The records will be shredded and recycled by GRM, the City's current Contractor.

Economic – No sustainable economic opportunities were identified.

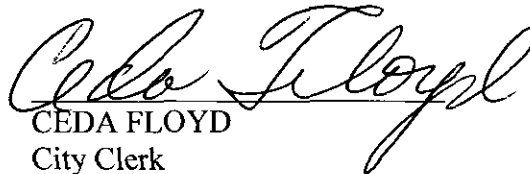
DISABILITY AND SENIOR CITIZEN ACCESS

There are no disability and senior access issues related to this action.

ACTION REQUESTED OF THE CITY COUNCIL

Staff requests City Council adopt a resolution authorizing the destruction of certain records in the care and custody of the Office of Parks and Recreation.

Respectfully submitted,



CEDA FLOYD
City Clerk
Office of the City Clerk

Prepared by:
Audree V. Jones Taylor
Director
Office of Parks and Recreation

APPROVED AND FORWARDED TO
THE RULES AND LEGISLATION COMMITTEE:



Office of the City Manager

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OAKLAND CITY COUNCIL

FILED
OFFICE OF THE CITY CLERK
OAKLAND

RESOLUTION No. _____

C.M.S.



2004 APR 28 PM 5:18

RESOLUTION AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS IN THE CARE AND CUSTODY OF THE OFFICE OF PARKS AND RECREATION (OPR)

WHEREAS, the State of California Government Code Section 34090 authorizes the head of a city department to destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof after the same is no longer required, provided the City Council approves the destruction by resolution and the City Attorney has consented in writing; and

WHEREAS, Government Code Section 34090 does not authorize the destruction of records affecting the title to real property or liens thereon, court records, records required to be kept by statute, records less than two years old, and the minutes, ordinances, or resolutions of the legislative body or of a city board or commission; and

WHEREAS, on February 25, 2003 the City Council passed Resolution No. 77659 C.M.S. establishing a City-wide records management and retention schedule; and

WHEREAS, the Office of Parks and Recreation is moving to its new office location at 250 Frank H. Ogawa Plaza and there are old files and records that are no longer useful or needed housed in the current OPR Main Office building at 1520 Lakeside Drive; and

WHEREAS, the Office of Parks and Recreation shall abide by Resolution No. 77659 C.M.S. and will work with the City Attorney in determining which files should be kept; and

WHEREAS, the Office of Parks and Recreation plans to destroy the following files that were created prior to 1998. The typical records include files regarding:

- Administration
- Finance and Accounting
- Personnel
- Recreation
- Reservations
- Sports permission slips, team rosters, and schedules

Now therefore be it

RESOLVED: That the Oakland City Council authorizes the Office of Parks and Recreation to begin the destruction of the records referenced above pursuant to state law and established City records management and retention schedule; and be it

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FURTHER RESOLVED: That pursuant to Government Code Section 34090 the following records shall not be destroyed: Records affecting the title to real property or liens thereon, court records, records less than two years old, and the minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

FURTHER RESOLVED: That the Office of the City Attorney has approved this resolution and a copy will be on file in the Office of the City Clerk.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20_____

PASSED BY THE FOLLOWING VOTE:

AYES- BROOKS, BRUNNER, CHANG, NADEL, QUAN, REID, WAN and PRESIDENT DE LA FUENTE

NOES-

ABSENT-

ABSTENTION-

ATTEST: _____

CEDA FLOYD

City Clerk and Clerk of the Council
of the City of Oakland, California

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CMTE**

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